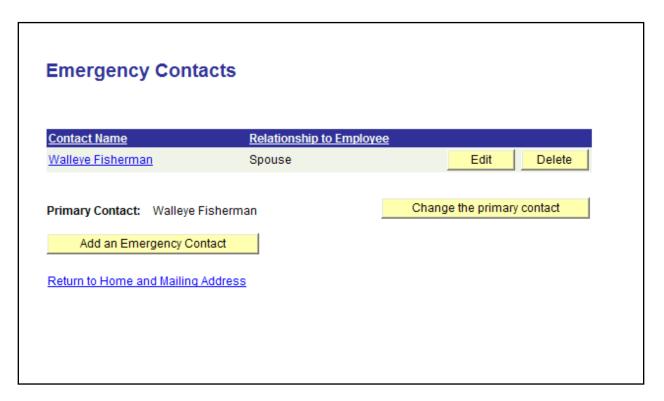
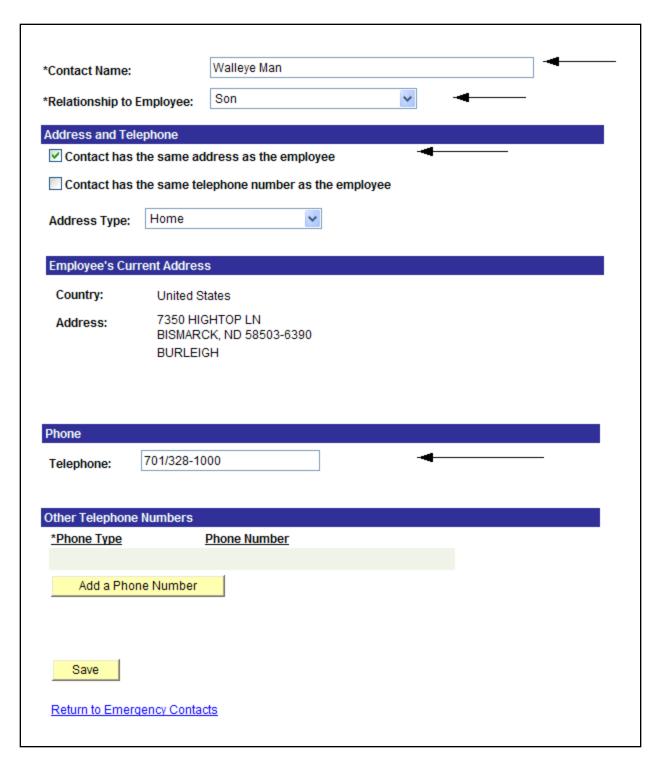
Emergency Contacts

From your Portal Page, click on 'Emergency Contacts', the following screen will appear.



On the above screen you may edit, delete, add, or change your Emergency Contact information.

To enter additional emergency contacts click on the 'Add an Emergency Contact' button and the following screen will appear.



Contact Name – Enter the name (last name, first name) of the emergency contact person.

Relationship to Employee – Click the to select the appropriate value from the drop down selections.

If the contact person has the same address and phone number as you, check the **Same Address/Phone as Employee** box. If not, click the Edit Address link and enter the address information as appropriate.

Phone – Enter the phone number for the emergency contact person.

If you need to enter additional phone numbers for the contact person, click the 'Add a Phone Number' box.

Other Telephone Numbers		
*Phone Type	Phone Number	
~		Delete
Add a Phone Number		
* Required Field		
Save		

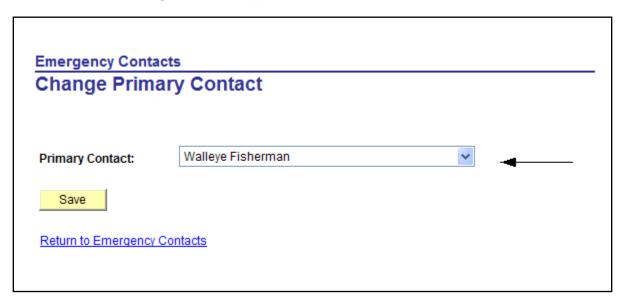
Return to Emergency Contacts

Phone Type – Click the to select the type of phone number (e.g. cellular, pager, etc.) from the drop down selections.

Phone – Enter the phone number for the type selected.

Click save all emergency contact information.

To change the primary emergency contacts click on the 'Change an Emergency Contacts' button and the following screen will appear.



Primary Contacts – Click the to select the appropriate value from the drop down selections.

Click save all emergency contact information.

